

How to Enter Bi-Weekly Child Care Attendance

The screenshot shows the 'Child Care Provider Portal' interface. At the top, there are navigation tabs: Home, Provider Home, CCA Attendance, and CCA Bi-Weekly Attendance (which is highlighted). Below the tabs is a user login area with the name 'K B' and a session timer showing '15:53'. A 'Logout' button is also present. The main section is titled 'Bi-Weekly Attendance' and shows the 'Billing Period: October 17, 2011 - October 30, 2011'. There are navigation buttons for '< Prev' and 'Next >'. Below this, there are buttons for '< Previous Child' and 'Next Child >'. The child information section shows 'Child Name: H D', 'Parent Name: R M', 'KT Case Number: KT09', and 'Status: Ready for Entry'. The main area is a calendar grid with columns for days of the week (Monday to Sunday) and rows for dates (Oct 17-23 and Oct 24-30). Each date cell has an 'Edit' button at the bottom.

1. Are you viewing the correct **Billing Period** to enter attendance?
 - If *yes*, continue with step 2.
 - If *no*, move to the correct Billing period by clicking the **< Prev** or **Next >** buttons or select the week using the calendar button.
2. Are you viewing the correct child?
 - If *yes*, continue with step 3.
 - If *no*, move to the correct child by clicking the **< Prev Child** or **Next Child >** buttons, or selecting the child from the list in the dropdown box.

NOTE: Leave the daily attendance blank for the child if they are not scheduled to be in care on that day.

The screenshot shows the 'Edit Attendance' form for the date Monday, October 03, 2011. A vertical dropdown menu is open, listing times from 12 AM to 11 PM. The form includes fields for 'Time In' and 'Time Out' for two entries, an 'Absent' checkbox, and buttons for 'Save', 'Clear', and 'Cancel'. The background shows a 'Timesheet 4 of 5' for the period October 03, 2011 - October 16, 2011.

Here are some examples for entering attendance times:

- A. **Full day of care** – 9:00AM until 5:30PM. Enter the in and out times in the row labeled “Time1”:

This screenshot shows the 'Edit Attendance' form with the date Monday, October 03, 2011. The 'Time In' field for 'Time 1' is set to 09:00 AM and the 'Time Out' field is set to 05:30 PM. The 'Time 2' fields are empty. The 'Absent' checkbox is unchecked. Buttons for 'Save', 'Clear', and 'Cancel' are visible at the bottom.

- If the child does not require a second entry to be recorded, leave the second row

(labeled "Time2") blank.

- The <Tab> key will move across the rows and then down the columns. Use your mouse to click the data field you wish to enter in to display the scroll bar tool.

B. Before and after school care – 7:30AM to 8:30AM and 3:00PM to 5:00PM:

Edit Attendance

Attendance Date: Monday, October 03, 2011

Time In		Time Out	
Time 1:	<input type="text" value="07:30 AM"/>	To	<input type="text" value="08:30 AM"/>
Time 2:	<input type="text" value="03:00 PM"/>	To	<input type="text" value="05:00 PM"/>

Absent:

C. Overnight care:

- If you have a child in your care past Midnight, you must enter the attendance on both days. For example, the child is in your care from 8:00PM Monday until 6:00AM Tuesday. You would enter the attendance like this:

Edit Attendance

Attendance Date: Monday, October 03, 2011

Time In		Time Out	
Time 1:	<input type="text" value="8:00 PM"/>	To	<input type="text" value="12:00 AM"/>
Time 2:	<input type="text" value="__:__"/>	To	<input type="text" value="__:__"/>

Absent:

Edit Attendance

Attendance Date: Wednesday, October 05, 2011

Time In Time Out

Time 1: To

Time 2: To

Absent:

- When you have entered the attendance data for the day, click **“Save”** and the entry window will close and the Bi-Weekly Attendance page will display again.

Child Care Provider Portal

Home Provider Home CCA Attendance **CCA BiWeekly Attendance**

Location: You will be logged out in **19:17** Logout

Bi-Weekly Attendance < Prev Billing Period: October 03, 2011 - October 16, 2011 Next >

< Previous Child Timesheet 3 of 5 Next Child >

Child Name: KT Code Number: Status: Saved

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Oct 3 8:00 PM - 12:00 AM <input type="button" value="Edit"/>	Oct 4 12:00 AM - 6:00 AM 8:00 PM - 12:00 AM <input type="button" value="Edit"/>	Oct 5 12:00 AM - 6:00 AM <input type="button" value="Edit"/>	Oct 6 <input type="button" value="Edit"/>	Oct 7 <input type="button" value="Edit"/>	Oct 8 <input type="button" value="Edit"/>	Oct 9 <input type="button" value="Edit"/>
Oct 10 <input type="button" value="Edit"/>	Oct 11 <input type="button" value="Edit"/>	Oct 12 <input type="button" value="Edit"/>	Oct 13 <input type="button" value="Edit"/>	Oct 14 <input type="button" value="Edit"/>	Oct 15 <input type="button" value="Edit"/>	Oct 16 <input type="button" value="Edit"/>

- If you are not done entering attendance data for this child, select another day and repeat these steps

- If you are totally done entering this child's attendance data for the entire 2-week billing period click "**Mark as Complete**" in the box at the top right of the screen.

6. **Only attendance sheets marked as "Complete" can be submitted to DHS for payment.**

7. Once an attendance sheet is "Submitted" for payment it cannot be changed.

IMPORTANT! You may enter attendance data and save multiple times; however, you may only submit an attendance sheet once. Before you submit, be sure to enter all attendance for the child for the two week billing period because you will be unable to make changes to the child's attendance once you've submitted it.

Billing & Payment Policy

You may only submit attendance sheets for the children and hours / units specified in the Certificate of Enrollment. Any care provided outside the authorized time will need to be billed directly to the family and not submitted to DHS.

Attendance sheets are processed once a complete and correct form has been successfully received by DHS.

Payments are calculated per unit. One unit equals five (5) hours. There are no partial units. The calculated time would be rounded up to the nearest unit and paid accordingly (per your Certificate of Enrollment).

For example, 6 hours would be 2 units.

Questions?

For questions, please contact the DHS Centralized Child Care Assistance Unit by calling 1-866-448-4605.